

17 SEP 1981

25X1  
MEMORANDUM FOR: [REDACTED] DCI Area Representative  
Building Planning Committee  
25X1  
FROM: [REDACTED]  
Chairman, Building Planning Committee  
SUBJECT: Conference Room Utilization Study

1. According to current records, your directorate is responsible for scheduling the conference rooms listed in attachment 1.

2. Your assistance is requested in having the special log sheet (attachment 2) completed during the period 1 October - 31 October. The completed forms should be returned to OL/BPS, 4E50 Has. by 5 November. Questions may be directed to [REDACTED]

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3. The information is required to assist in space allocation and interior design so that new building designs adequately provide for conferencing needs. The Staff will develop the recommended quantities, sizes, and design features for conference rooms. Additionally, the Staff will recommend increased office areas for managers in those instances where incorporating small conferencing capability in the office would increase efficiency.

4. If there are additional amplifying remarks you believe are pertinent to this study, please attach your comments with the completed logs.

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Attachments:

1. Conference Rooms Listed
2. Log Sheet w/Explanation

Distribution:

- Orig - Adse, w/atts  
 - OL/BPS Subject, w/atts  
1 - OL/BPS Chrono, w/o atts  
1 - OL Reader, w/att 1

OL 1 3884

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OL/BPS/ [REDACTED]

(17 Sep 81)

Downgrade to UNCLASSIFIED When  
Separated from Attachments

~~SECRET~~

ATTACHMENT 1

Approved For Release 2003/05/28 : CIA-RDP89-00244R000100080001-4

DCI AREA CONFERENCE ROOMS

<u>Location</u>	<u>Component</u>
6E13 Hqs	OIG
4E05 Hqs	COMPT
5E62 Hqs	OP
1007 Ames	OP
G02 Ames	OP

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**ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

Conference Room Utilization Study

FROM		EXTENSION	NO.
DDO Building Planning Committee member 4E50 Hqs			DATE
			18 SEP 1981

TO: (Officer designation, room number, and building)

RECEIVED	FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.			
2.			
3.			
4OL/BPS 4E50 Hqs			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Attached is a form to be used  
in conducting a survey of the use of  
the conference room(s) in your  
area.

Please have the person responsible  
for scheduling the use of conference room to fill in the  
form as appropriate and return to the Building Planning Staff  
no later than 5 November.

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Att

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~~CONFIDENTIAL~~

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Conference Room Utilization Study

25X1

FROM [REDACTED]  
DDO Building Planning Committee  
member  
4E50 Hqs

NO.

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DATE 21 SEP 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED FORWARDER

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.			
2.			
4.			
4.			
5.			
6. OL/BPS 4E50 HQS			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

In sending you the log sheet for collecting data on the subject study, we failed to state that we would like the data collected for the month of October.

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[REDACTED]
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[REDACTED]
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